



## **BICYCLE & PEDESTRIAN ADVISORY COMMITTEE BYLAWS**

### **Section 1. Authority, Creation**

In accordance with Federal and State law requiring that transportation planning must include planning for walking, bicycling, and other non-motorized modes of transportation, a Bicycle & Pedestrian Advisory Committee known as the "MetroPlan Orlando Bicycle & Pedestrian Advisory Committee" is hereby created.

### **Section 2. Definition**

For the purpose of these Bylaws, the term "the Committee" shall mean the MetroPlan Orlando Bicycle & Pedestrian Advisory Committee.

### **Section 3. Purpose and Function of the BPAC**

- A. The Bicycle & Pedestrian Advisory Committee (hereinafter "BPAC") is established to study, develop, recommend and advise the Metropolitan Planning Organization (hereinafter "MPO") on a wide range of programs and issues concerning the development and implementation of the Comprehensive Bicycle and Pedestrian Plans for the Orlando Urban Area (Orange, Seminole and Osceola Counties). Further, the BPAC is established to provide a cross section of citizens and public officials interested in implementing an efficient, safe, cost-effective, comprehensive Bicycle & Pedestrian program for the Orlando Urban Area.
- B. Based on the Comprehensive Bicycle and Pedestrian Plans for the Orlando Urban Area, the BPAC shall study, develop, recommend and advise the MPO on bicycle and pedestrian issues that shall include, but are not limited to:
  - 1. Review, amend, comment and recommend a bicycle and pedestrian facilities implementation plan to the MPO to guide in making road and transit construction and improvement decisions.
  - 2. Study, pursue and encourage public and private funding for future bicycle and pedestrian related projects to further the implementation of the bicycle and pedestrian plans.
  - 3. Develop programs based on the four "E's" of Bicycle & Pedestrian planning (Engineering, Education, Enforcement and Encouragement) to encourage and foster the increased use of bicycling, walking and other non-motorized transportation modes throughout the Orlando Urban Area.
  - 4. Carry out other bicycle and pedestrian related tasks as requested by MetroPlan Orlando.

#### Section 4. Membership

- A. The committee shall be comprised of one (1) representative from each local government participating in the MetroPlan Orlando Bicycle & Pedestrian Program. Each local government representative shall be appointed by local government officials and represent at least one of the following agencies from within that community:

Engineering	Planning	Education System
Law Enforcement	Public Works	Parks & Recreation

In addition, seven (7) members are to be representatives from local bicycling clubs, running clubs, walking clubs, bicycle shops, safety organizations, interested citizens, etc. The MPO shall make these appointments.

One (1) member shall be a representative of the Central Florida Regional Transportation Authority (doing business as Lynx), appointed by an official of the Authority.

Members shall be considered active:

If they have been appointed by the MetroPlan Orlando Board or;

If they have been appointed by letter by the city, county or agency which they represent and;

They have not missed more than 3 consecutive meetings

- B. A member's seat may be declared vacant by the MPO for any of the following reasons:
1. An appointed member no longer resides within the geographical boundaries of the Orlando Urban Area.
  2. A government representative no longer works in one of the specified agencies mentioned in "A".
  3. The member is absent for three (3) consecutive meetings or fails to attend 60% of called meetings per year.
- C. Each active member shall be entitled to one vote.
- D. Each local government or agency member shall appoint one (1) alternate who will attend meetings in the member's absence and may vote in proxy.
- E. Member desiring to resign prior to the end of his/her term shall submit a letter of resignation to the MPO stating an effective date of such resignation. A vacancy on the BPAC resulting from termination, resignation or for any other reason, shall be filled by the MetroPlan Orlando Board in the same manner as original appointments. The new member shall be appointed to fill the

unexpired portion of the term vacated and remain eligible to be reappointed provided continuous interest is shown.

- F. Committee meetings shall be publicly advertised.
- G. Committee meetings may be held at various locations throughout the region to encourage public involvement.

### **Section 5. Officers, Terms of Office**

- A. The regular December monthly meeting shall be known as the Annual Meeting of the Committee, and shall be for the purpose of electing new officers and conducting such other business as may come before the members. The BPAC shall elect from the seven (7) members representing the public, a chairperson and a vice-chairperson.
- B. Each member so elected shall serve for one (1) year or until said member is re-elected or a successor is elected, except that the chairperson's term of office shall be limited to two (2) consecutive one (1) year terms and said member shall not be eligible again until two (2) additional years have elapsed.
- C. The chairperson shall preside at all BPAC meetings, sign all official correspondence for the BPAC, call and preside at any additional meetings and/or workshops, appoint subcommittees as necessary and serve as the representative of the BPAC before the MetroPlan Orlando Board. The vice-chairman shall serve in place of the chairperson during the chairperson's absence.
- D. A vacancy in the office of chairperson or vice-chairperson shall be filled by a vote of the membership of the BPAC.
- E. Newly elected officers shall be declared installed following their election, and shall assume the duties of office at the following meeting.

### **Section 6. Rules of Procedure**

- A. The Committee shall meet at least once each month at a time and location designated by the chairperson, and at such other times as the chairperson or the Committee may determine necessary. A monthly meeting may be waived by the chairperson of the Committee but two consecutive meetings may not be waived. Business to have been conducted at the waived meeting shall be considered at the next successive monthly meeting or special meeting. Special meetings may be called by the chair as necessary to deal with immediate issues.
- B. Committee members or their designated alternates must be present to cast a vote. A quorum shall consist of a majority those active members entitled to vote. Any business transacted by the Committee must be approved by not less than a majority of votes cast. Business shall be transacted only at regular or called meetings and shall be duly recorded in the minutes thereof. The minutes of the Committee's proceedings and official actions shall be public record.
- C. Voting shall be by voice, but a member shall have an individual vote recorded in the minutes if said member so desires. A roll call vote shall be held upon request. All questions or procedures shall be governed by the most current edition of "Robert's Rules of Order," unless superseded by law.

## **Section 7. Subcommittees**

Subcommittees and task forces may be formed to address specific issues that come before the Committee.

## **Section 8. Bylaws Review and Amendment**

A subcommittee shall review these Bylaws at least every two years. These Bylaws can be amended at any regular meeting of the BPAC by voting members or appointed alternates (provided there is a quorum) if the proposed amendment has been submitted in writing to the BPAC members with the notification of the meeting. The MetroPlan Orlando Board shall approve all revisions to these Bylaws.

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